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CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

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ADMINISTRATIVE INSTRUCTION
NO. 

10 February 1948

SUBJECT: Procedure for Processing Requests from CIA Offices
for Intelligence Materials and Information About Such
Materials.

1. The Office of Collection and Dissemination and Reference Center, A&M, have the initial responsibility for providing requested intelligence information to all CIA requesters.

2. CIA personnel should utilize the services already available in the Reference Center by channeling requests to the Reference Center. Rapid service can be given on most reference questions and central reference services are being expanded as rapidly as possible to meet all reference requirements.


3. A CIA office requiring intelligence material which clearly does not require field collection will submit its request, orally or in writing, directly to the Reference Center.

a. Telephoned requests will be taken by the Reference Center on Extension 2457.

b. Personal and written requests will be taken by the Reference Center at the Information Desk, Room 1435 M Building.

4. Where the Reference Center is unable to satisfy a request or the information must clearly be obtained by field procurement, the request will be submitted directly to the Office of Collection and Dissemination on the intelligence information request Form 60-1. Requester will include on the Form 60-1 a statement as to whether or not a check has been made with Reference Center.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for
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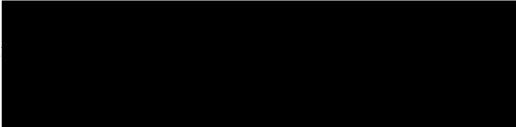
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